John R. Benson
HSEMD

Andy Buffington
Communications Center

Linda Frederiksen
EMS

Kelly Groskurth
Member At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Deb Krebill
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police Department

David Ness
Municipal Police Department

Denise Pavlik
Communications Center

Marty Smith
Iowa DPH

Jeff Sundholm
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Bob von Wolffradt
Office of the CIO

Larry Smith
Emergency Management

Carole Lund-Smith
ILEA

Legislative Members
Senator Jim Lykam
Senator Randy Fenestra
Representative Bob Kressig
Representative Steven Holt

Meeting Minutes
Iowa State Interoperable Communications System Board
February 8, 2018
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

Meeting called to order by Vice Chair Jason Leonard at 10:30 a.m.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Voting Members in Attendance: Jeff Swearngin, John Benson, Jason Leonard, Michael Kasper, Carole Lund-Smith, Jeff Sundholm, Rob Rotter

Members via conference line: Patrick Updike, Bob Von Wolffradt, Kelly Groskurth, Tom Lampe, Andy Buffington, Denise Pavlik, David Ness, Larry Smith

Non-Voting via conference line: SWIC Chris Maiers

Non-Voting in Attendance: Outreach Specialist Shawn Wagner, Ethan Vanous

Absent: Marty Smith, Bob von Wolffradt, Ellen Hagen

Guests: Robert Bokinsky, Pella PD; Jamey Robinson, Mahaska EMA/911; Doug McCasland, Warren County 911; Rob Dehnert, WDM; Amanda Roush, Story Co. 911; Brian Krumm, JVC Kenwood; Mike Mazzitello, Consultant; James Lundsted, DHS OEC; Tom Reis, RACES

Approval of Agenda – John Benson made a motion to approve the agenda. Carole Lund-Smith seconded. Vice Chair Leonard made an amendment to add the approval of the 12/20/17 Special Board Meeting minutes that discussed ISICSB report to the legislature. All in favor. Motion passes.

Approval of Minutes – John Benson made a motion to approve meeting minutes from the December 14, 2017 meeting and December 20, 2017 Special Board Meeting. Mike Kasper seconded the motion. All in favor. Motion passes.

SWIC Report – SWIC Chris Maiers reported on the following items:

SWIC Maiers mentioned that he and Chair Tom Lampe are in Mesa, Arizona for the TIA/TR-8 and P25 Steering Committee meetings. SWIC Maiers also mentioned that the SAFECOM survey is still available until February 23, 2018. This survey is the chance to put Iowa's mark on the direction of public safety communications going forward. This survey will also be used when financial decisions regarding grants and other associated things.

At the P25 User Needs Meeting which is part of the TIA/TR-8 meetings, SWIC Maiers is bringing up concerns and needs from Iowa stakeholders with P25 Land Mobile Radio (LMR) technology. SWIC Maiers has mentioned a few things so far such as various aspects of encryption such as the number of KMF subscriber units can communicate with, key management via inter KMF communications, KMF capacity and aspects of the CAP program. For the CAP program, SWIC Maiers is stressing the need for it to be done well for Phase II and other new standards. SWIC Maiers has also passed along some desired features to manufacturers from Iowa.

Outreach to local counties and stakeholders is ongoing. SWIC Maiers has been able to gather a lot of information. SWIC Maiers has also been able to go to a few local county meetings to explain and educate what the ISICS platform has to offer.

The standards that SWIC Maiers voted on in December have been approved for publishing with TIA.

The Encryption Subcommittee's work on encrypted interoperable talkgroups have appeared in a paper that was presented by FPIC at the TR-8 meeting regarding the single key and multi-key radio issues that were identified in the Encryption Subcommittee's discussions. There is some momentum to possibly update standards to address those potential interoperability issues between single and multi-key radios. The timeline for fully vetting encryption on interoperable talkgroups is approximately 12-24 months. A technical recommendation will be discussed further on in the agenda about the findings regarding single and multi-key radios.

RICs had their second meeting recently regarding their projects. All RICs have met twice on interstate interoperability and transports. The next project for the RICs will start to focus on the development of the Iowa Interoperable Field Operations Guide.

911 Council Report – Program Manager Blake DeRouchey reported that the Homeland Security departmental bill for the proposed changes to merge the wireline with the NextGen network as well as introducing the shared services call handling equipment is proceeding through the legislature relatively quickly. The House File 2254 is eligible for floor debate and

passing at any point. Senate File 3107 is slated to be passed out of the State Government Committee. Both of those are identical bills still at this point with no amendments being placed on either of them.

The 911 Council passed five GIS grants for a total of $75,000 and three training courses for a total of $25,000. The first course is a Communications Training Officer (CTO) course from ILEA and there will be three individual GIS training courses that were passed. Hancock County is hosting a Goldline Success training. 911 Council elections also took place. Sally Hall was elected as Secretary, Rob Dehnert was elected as Vice Chair and Rob Rotter was elected as Chair of the 911 Council.

ISICS Update - Project Manager Melvin Mercado showed a map of the current build out status as of 2/8/2018. Seven sites have changed since the December 2017 ISICSB Board Meeting. Five sites have changed from tower ordered status to active build status. There is one site in Cedar County that was discussed further because it may need to be moved which would put the site back into regulatory status. Given that possibility, it has been decided to no longer pursue that site. It will be moved out of the county to the east to a Department of Transportation (DOT) site. Two sites in Region 3 have changed from regulatory status to "tower ordered" status. Overall, there are only two sites currently remaining in regulatory status. One of those regulatory sites is in Warren County and the other is in Hardin County. The target dates for those two regulatory sites should complete regulatory in the near future. There have been risks associated with the Hardin site that have came up in the regulatory process. If the Hardin site is rejected, a lease site has been identified that could replace it to keep the project on track. If that happens, that would be the sixth lease site in the ISICS Platform, which is what Motorola originally proposed in their bid for the system. As of now, the Iowa Public Television (IPTV) sites are looking like the last sites to be completed. Progress is moving forward with the IPTV sites. The IPTV sites are complicated because these are tall structures with heavy loads on them. Anything work on them has to be coordinated due to the effects on broadcast of television from those sites. The sites also have to be thoroughly inspected before anything is added to them.

In summary, Motorola and the contractors are still building sites as fast as they can. Civil site inspections are in process along with microwave dish installations. Melvin is hoping at the March ISICSB Board Meeting he will be able to show a map showing all the sites that are interconnected after the most recent round of microwave dish installations. Again, there are currently only two sites remaining in the regulatory status. There are five lease sites on hold until remaining sites are locked in. The IPTV sites are in the "critical path" with internal state processes being resolved. It is looking like that only one of the IPTV towers will require tower enhancements.

Region 3 outreach was conducted in Sioux City where Melvin presented on the ISICS platform. Melvin mentioned that coverage testing is in the initial planning phase. The initial planning is looking to have 10-12 teams to do coverage testing throughout the state. Melvin will look at coordinating with local law enforcement to help with the coverage testing. Marked law enforcement vehicles will be ideal for this testing due to the amount of driving that will be done around rural areas and rural towns. Motorola is looking at gridding out the state at a 100,000 test tiles throughout the state. Melvin will have more information at the March ISICSB board meeting regarding coverage testing and the process of doing the testing.

Chair Tom Lampe asked Melvin to explain the risks and complexities involved in lighting up sites in site trunking mode for agencies to do testing. Melvin explains that when the sites are

lit up now they are in what is called site trunking. Site trunking means that the particular site that is lit, that site cannot make it back to the core. If the site cannot make it back to the core, it cannot talk to other sites. There have been requests to try out sites that are completed, which is fine, but this would be strictly to get familiar with trunking and coverage for that particular site. When the sites are lit and turned on for site trunking, users need to be aware that the coverage will not represent actual ISICS platform coverage due to the sites being islands and not connected to each other or the core.

Vice Chair Leonard asked Melvin if the ISICS platform is still on schedule to be completed even with the IPTV and regulatory sites. Melvin mentioned that yes the platform is scheduled to be completed on time unless something happens to a site blocking other sites reaching the core.

Here is the link to the Motorola ISICS Platform update for more detail on the maps Melvin discussed: https://www.youtube.com/watch?v=-VL_a5O7lCA

User Group Committee – Chair Andy Buffington reported that the User Group Committee (UGC) did not have a January meeting due to there was no new business to take care of. In Region 2, the migration to ISICS is moving quickly with quite a few counties in the western part of Region 2 possibly using ISICS for operability purposes. Region 2 is also discussing a regional call logger. There were some questions brought up regarding VLAW31 and LEA when ISICS is implemented. Discussions were had on that there would most likely be a regional talkgroup(s) which is something that the Operations and Technology Committee's would have to discuss. Four ISICS user applications will be discussed in the New Business section. The formation of metro area interoperable talkgroups has also been discussed which will continue into the next committee meeting.

Finance Report – Chair Kelly Groskurth reported that the Finance Committee met Tuesday February 6. In attendance was Kelly Groskurth, Tina Palmer, Patrick Updike and Ethan Vanous. For the annual appropriations, so far in 2018 ISICSB has spent $59,832.00 with $220,600.00 available. In the SLIGP grant, $11,226.00 was spent in January with $185,626.00 remainining. The SLIGP2.0 starts on March 1, 2018. Patrick Updike brought the Finance Committee some air to ground channel licensing which the committee was ok with purchasing, but Patrick will be doing some more research on how exactly those will be purchased.

Governance Committee – Chair John Benson reported that the Governance Committee met Monday February 5. The Standards Working Group sent the Governance Committee eight standards to consider. Seven of the eight standards will be voted on in New Business. The Governance Committee made a few minor edits to a couple of those standards. The training of end users standard did not make it out of the Governance Committee just yet. The Committee would like to review this standard further after finding some language in the standard that could be problematic. The Governance Committee will be working with the Training Committee on that standard.

Operations Committee – Neither the Operations Committee Chair or Vice Chair were in attendance. Vice Chair Leonard mentioned that the letter to PSAPs that was mentioned in New Business probably should not be on the agenda. It looks like it was put on the agenda by mistake.

Outreach Committee – Outreach Specialist Shawn Wagner reported that FirstNet is going through a rebranding so people will see different logos associated with FirstNet. Shawn will keep everyone up to date in the newsletter of an upcoming communication exercise with the National Guard. Shawn is working with Mike Kasper to attend the APCO / NENA Conference to set up a table and discuss the ISICS Platform and the FirstNet initiative. Shawn mentioned that the 911 telecommunicator video was finished and posted on YouTube. You can find that video here: https://www.youtube.com/watch?v=HKBeLr0PLlw. New code updates are being done on the ISICS website with regards to the map that shows users and potential users of the ISICS Platform. If you do not see your agency on the map, Shawn is working to get that resolved with website coding from an older version of the website. The RIC 3 outreach event had great attendance with almost standing room only. Shawn thanked the event host Glenn Sedivy and the Security Institute in Sioux City for allowing the Outreach Team to use their space for the event. They were great hosts and really helped put on a great event. The next outreach meeting will be at the end of March and going through July. The Outreach Team works with both AT&T FirstNet and Motorola to make sure that both networks can be shown and displayed.

The January newsletter was recently sent out with the February newsletter being sent out the first Tuesday after the ISICSB Board Meeting. If anyone has additional information that they would like to inform the stakeholders of to contact Shawn Wagner or Ethan Vanous and they can get that information added to the newsletter.

Training/Exercise Committee – Chair Denise Pavlik reported that the Training Committee met January 17 via conference call. The majority of the meeting consisted on working through the training standards that were provided to the committee by the Standards Working Group. Those training standards were ultimately reviewed and sent back to the Standards Working Group who finalized them and pushed them off to Governance.

At the training level, the committee had some discussion on how ISICSB would actually get the training to individuals. Suggestions were made to bring discussion to ISICSB regarding potentially coming up with a solution to do online training. Documentation would also be a part of this if ISICSB made this training mandatory for the ISICS system. The Training Committee reached out to some companies that could potentially assist in setting this up.

Two training classes were held recently. A Gateway Train the Trainer class was held January 22-24. A state sponsored COMT class is currently being held at Camp Dodge. Jim Lundsted suggested that the Training Committee tweak a TA request for COML Train the Trainer class to make it more of a regional training. The Training Committee voted to change their meeting from every third Wednesday to the fourth Wednesday of the month.

Technology Committee – Chair Patrick Updike advised that the Technology Committee report is going to include information from the late December meeting, both January meetings and the first February meeting.

In December, the Technology Committee had discussions on the programming guide and how to deal with it. Conversations were had with the Attorney General's Office. The committee was trying to decide on how they would get the Programming Guide out and be able to populate it with the necessary technical information to program subscriber units to operate on the ISICS platform. Chair Updike had discussions with Governance Chair Benson where Chair Benson advised Chair Updike of an amendment made to Iowa Code 22.7 in 2017. With that amendment, by default the Programming Guide (if approved) would become

a confidential document due to that it has information related to critical infrastructure. After the amendment was discovered and more discussion had, the Technology Committee drafted a technical recommendation for the Programming Guide that will be discussed further in New Business.

The second thing the Technology Committee has been working on is the subscriber unit testing procedure. The committee has taken the justifications that were provided by Motorola and the committee started formulating things within that document that are of importance. SWIC Maiers went out and gathered information from other states to see how they were testing subscriber units. It was discovered that other state systems operated in an FDMA format instead of a TDMA format. The next part of the process was to see if there was an acceptance test plan available that ISICSB could use. The committee would take that information and edit it to make it fit with the ISICS platform. That process is currently in progress.

The third item discussed by the Technology Committee was the 700 MHz air-to-ground channels. Discussion was had if a license was necessary or if ISICS could operate under a blanket authorization. It was found out that ISICSB would have to license those channels. Chair Updike formulated a plan where the various frequencies were laid out by region across the state. Chair Updike is working with Finance Chair Groskurth on the financials on how to pay for these channels.

The fourth update from the Technology Committee was in regards to the scene of action channels. The 700 MHz Channels have been licensed. Chair Updike had to go back to get more information on why the 800 MHz analog channels have not been licensed. It turns out that those frequencies were rejected by the FCC. Instead of getting the 853 MHz channels, Chair Updike was able to get the offset channels of 808 MHz which is not ideal since most mobile radios will not receive those frequencies. Chair Updike has 60 days from January 25 to either write a waiver to the FCC or come up with a plan to build a 853 MHz repeater.

The fifth item was the issue of multi-key and single-key radios. SWIC Maiers and the Technology committee collaborated on this issue. SWIC Maiers came up with some documentation to submit as a technical recommendation for what they thought would be best practices for the ISICS Platform when it comes to single-key or multi-key radios for encryption. SWIC Maiers mentioned that this came out of the Encryption Sub-Committee meetings that were had. In the most recent meeting, members from TIA/TR-8, FPIC and the FBI were present in the discussions. FBI members helped explained what their limitations are on how they communicate via land mobile radio (LMR) on sensitive communications. The Encryption sub-committee realized that they couldn't dictate what people want to buy, but the sub-committee can put a recommendation out there that says if you want to interoperate with a plethora of agencies in an encrypted environment, multi-key radios are probably the best way to accomplish that. That would still allow those agencies a pathway to encrypt their own radios anyway they would want for operability and allow them to utilize the encrypted interoperable talkgroups.

Other Reports – Chair Lampe shared that he has been getting a lot of questions from counties emergency managers regarding what specifically the Department of Public Safety (DPS) and the Iowa State Patrol in their area are going to use for their operational channels on the ISICS Platform. Chair Lampe was requested to put out an email statewide to these entities to give an updated progress on what/how their using it for. Many agencies work closely with the troopers and agents in their counties and would like to hear their operational

communication traffic. In addition, some counties are going "dark", which means they are encrypting their entire system. That could represent issues DPS can overcome but some counties will not be able to overcome that unless they have radios with the encrypted key or talk group. The DPS multi-band radios can handle it by getting the encryption keys and operational talkgroups into the DPS radios so then operational calls can be heard. That would avoid troopers and agents carrying two radios. Chair Lampe mentioned that there are policies that need to be written, some LAW channels have been established to replace the DPS base, talkgroups have been assigned for agents and DPS will allow locals to hear those. Chair Lampe mentioned that it is up to the county to allow a talkgroup to be used and the encryption key also to be delivered. Agencies would have to go to that particular agencies vendor to obtain that encryption key if that is how they manage it. The county would work through their vendor if they do not already own their own software.

Jim Lundsted from DHS OEC thanked Denise Pavlik for mentioning the OEC assistance on the in progress course and the recently completed audio gateway training. With regards the COML train the trainer course, Jim mentioned that the OEC requirement is that if it is delivered as a state course, OEC needs eight qualified students to begin work scheduling the class. If the class is labeled as a regional COML, and if there is not eight students from Iowa, OEC could select students from other states in the region to attend the class in Iowa. Jim also mentioned that the National Governors Association is holding a series of workshops on best practices for governance in emergency communications. The next workshop will be held in Albuquerque, New Mexico where four representatives from Iowa will be participating. The Statewide Interoperability Coordinators in this region will meet together in Kansas City on February 22 to discuss technical assistance, to learn more about FirstNet and coordinate activities such as encryption. SWIC Maiers' update regarding encryption is currently an active discussion in every state. Jim mentioned that a telephone denial of service attach was discussed at the 911 Council Meeting. This attack happened a couple of weekends ago in West Des Moines. Jim cautions that this attack has not completely gone away. This type of attack usually originates from a foreign country terminating calls on the business lines of the PSAP and not interrupting 911 lines, but it is stealing resources from the dispatchers time to deal with these repeated inbound calls. Jim will distribute OEC's denial of service best practices to Blake Derouchey for distribution.

Chair Lampe asked Jim what prevents those attacks on the 911 system. Jim responded that the fact that a caller cannot terminate an international call to anything but a ten digit telephone number. 911 uses a different routing methodology. To date, the OEC has not seen successful attacks getting into a private closed network like 911. These attacks are typically pointed at call centers in a commercial or governmental entity and occasionally touch the public safety answering point. These generally involve voice over IP, terminated over an internationally long distance carrier to a local exchange, which you have to have a ten digit number to complete that process.

Terry McClannahan of the Standards Working Group reported that the group held their second workshop on February 1st and would like to hold one each month going forward. The Standards Working Group helps the standards committee to edit and finalize ISICS standards. Once the standards are finalized, they are delivered to the Governance Committee for final approval before heading to ISICSB for adoption. During the last workshop on February 1, eight standards were finalized and sent to Governance for approval. The third workshop will be held the last week in March with a date to be decided at a later date.

Old Business – None

New Business – UGC Chair Buffington reported that the UGC reviewed applications from Delaware Township Fire Department, Chickasaw County EMA, Grundy County Sheriff's Department, and the United States Army Corps of Engineers Red Rock Project for ISICS access. Chair Buffington motions for the four agencies listed be granted ISICS access. John Benson seconds Chair Buffington's motion. All in favor. Motion Passes.

Governance Chair Benson recognizes Terry McClannahan and the Standards Working Group on the great and hard work they have done in making sure that these standards are completed. Chair Benson appreciates the fact that the standards are coming to the Governance Committee clean and only having minor edits done to them by the Governance Committee. Chair Benson mentions that 11 standards were given to Governance but ISICSB will only be voting on 10 of those 11 standards. The standard that did not make it today will be reconsidered at a later date. The first three standards were approved by the Governance Committee at the January meeting but were unable to adopt due to the cancelation of the January ISICSB Board Meeting. The other seven were approved by Governance during the February meeting. Other than minor language changes, all standards were accepted as presented. Chair Benson made a motion to have ISICSB approve all ten of the standards as presented by the Governance Committee. Jeff Sundholm seconds Chair Benson's motion. All in favor. Motion passes.

Chair Benson reminded everyone that all approved standards can be found at: https://isicsb.iowa.gov/resources/policies/isics-standards

Technology Chair Updike reported that the programming guide has had a lot of work towards it and the result is that the Technology Committee would like to make a technical recommendation for ISICSB to adopt this as an official document. The document will allow people who are working within the technical realm to have this populated with technical information to program subscriber units. Chair Updike makes a motion for the ISICSB to approve the programming guide as an official technical documentation covered under Iowa Code 22.7(50). Jeff Sundholm seconds Chair Updike's motion. John Benson clarified that Iowa Code 22.7(50) talks about keeping certain information away from public view with regards to cyber security, physical infrastructure, critical infrastructure, security procedures and emergency preparedness. What Chair Updike is proposing fits under the concept of security codes, password, combinations etc. All in favor. Motion passes.
You can find this technical recommendation here: https://isicsb.iowa.gov/policies/isicsb-tr-2018-001-programming-guide-technical-recommendation

SWIC Maiers reported what the technical recommendation regarding multi-key subscriber units on the ISICS Platform would say in terms of technical capabilities, allowing flexibility for the end user in operability and interoperability and overall security. Multi-key AES 256 is probably the best thing for users to have in their radios if they want to operate/interoperate in an encrypted environment with a lot of agencies. This document deals specifically with interoperability. This recommendation also acknowledges that encryption on the interoperable talkgroups is not ready for prime time yet. It will advise that encrypted interoperable talkgroups in the original fleet map should be left in the code plugs. They will be in the system but will remain inactive until the encryption side is good to go. Chair Updike mentioned that the Technology Committee reviewed this document and had a consensus that this was the way to go. Chair Updike made a motion to adopt the technical recommendation on multi-key radios for the ISICS Platform as outlined by SWIC Maiers. John Benson seconds Chair Updikes motion. SWIC Maiers reiterates that this does not say everyone has

to purchase multi-key radios; it is merely a technical recommendation. All in favor. Motion passes.

You can find this technical recommendation here: https://isicsb.iowa.gov/policies/isicsb-tr-2018-002-multi-key-equipped-subscriber-units

Public Comments – None

Motion to Adjourn: John Benson made motion to adjourn. Meeting adjourned at 11:58 p.m.

YouTube link for November ISICSB Board Meeting:
https://www.youtube.com/watch?v=olb0U3-AOSo